

Chapter 2.24

LAW DEPARTMENT

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2.24.010 City Attorney; Appointment; Duties Generally.

The Mayor shall appoint, with approval of the City Council, the City Attorney who shall be subject to reappointment with council approval each succeeding two years following initial appointment. The City Attorney shall be a member of the unclassified service of the city. The City Attorney shall be the legal advisor of the Mayor, the City Council and city officers, and shall be the director of the City Law Department. The City Attorney shall commence, prosecute, and defend actions on behalf of the city, attend meetings of the council, and give opinions orally or in writing as required upon any matter submitted to the City Attorney by the Mayor, the City Council, or any officer of the city. (Ord. 15387 §1; January 8, 1990: P.C. §2.32.010: Ord. 13792 §1; March 26, 1984: prior Ord. 8529 §1; August 31, 1964: Ord. 3489 §27-1301 as amended by Ord. 7534; August 14, 1961).

2.24.020 City Attorney; Draft Ordinances, Other Documents.

The City Attorney shall draft or review for legal correctness ordinances, contracts, franchises, and other instruments as may be required; and shall perform such other duties as may be imposed by general law or by ordinance. (Ord. 15387 §2; January 8, 1990: P.C. §2.32.020: Ord. 13792 §2; March 26, 1984: prior Ord. 8529 §2; August 31, 1964: Ord. 3489 §27-1302; July 6, 1936).

2.24.030 City Attorney; Prosecutions.

The City Attorney is authorized to prepare, sign, and file a proper complaint when there is sufficient evidence to warrant a belief that a person is guilty and can be convicted of a violation of a city ordinance. (Ord. 15387 §3; January 8, 1990: P.C. §2.32.030: Ord. 13792 §3; March 26, 1984: prior Ord. 8529 §3; August 31, 1964: Ord. 3489 §27-1303, as amended by Ord. 6860; December 22, 1958).

2.24.040 City Attorney; Record of Cases.

The City Attorney shall cause a record to be kept of all civil actions in courts of record or before administrative officers or boards, in which the city may be a party, which shall at all times be open to the

inspection of the Mayor or City Council members. (Ord. 15387 §4; January 8, 1990: P.C. §2.32.040: Ord. 13792 §4; March 26, 1984: prior Ord. 3489 §27-1304; July 6, 1936).

2.24.050 City Attorney; Duty on Vacation of Office.

Upon expiration of the term of office, or resignation or removal therefrom, the City Attorney shall forthwith, on demand, deliver to the successor in office all deeds, leases, contracts, and other papers in his hands belonging to the city, or delivered to the City Attorney by the city, or any of its officers, and all papers in actions prosecuted or defended by the City Attorney, then pending and undetermined, together with the records thereof, and of the proceedings therein. (Ord. 15387 §5; January 8, 1990: P.C. §2.32.050: Ord. 13792 §5; March 26, 1984: prior Ord. 3489 §27-1305; July 6, 1936).

2.24.060 City Attorney; Annual Reports.

The City Attorney shall annually on or before the first day of April in each year report in writing to the City Council a statement of all civil suits instituted and pending in the courts of record in which the city is plaintiff or defendant. The report shall state the names of all defendants and plaintiffs, the nature of the actions, the date the suit was brought, and the stage of each suit, to be accompanied with such explanatory remarks as necessary. (Ord. 15387 §6; January 8, 1990: P.C. §2.32.060: Ord. 13792 §6; March 26, 1984: prior Ord. 3489 §27-1306; July 6, 1936).

2.24.070 Deputy City Attorney.

The office of the deputy City Attorney of the city is hereby created, and the City Attorney is hereby authorized and directed to appoint a competent practicing attorney to said office. The Deputy City Attorney may do and perform all the acts and duties that may be authorized and required to be performed by the City Attorney subject to the orders of the City Attorney. The Deputy City Attorney shall hold his office during the will of the City Attorney, unless sooner removed by a majority vote of the City Council. (Ord. 15387 §7; January 8, 1990: P.C. §2.32.080: Ord. 13792 §7; March 26, 1984: prior Ord. 3489 §27-1308, as amended by Ord. 6860; December 22, 1958).

2.24.080 Assistant City Attorney.

The office of Assistant City Attorney is hereby created, and the City Attorney is hereby authorized and directed to appoint one or more practicing attorneys to said office. An Assistant City Attorney may do and perform all the acts and duties that may be authorized and required to be performed by the City Attorney, subject to the orders of the City Attorney. (Ord. 15387 §8; January 8, 1990: P.C. §2.32.090: Ord. 13792 §8; March 26, 1984: prior Ord. 3489 §27-1309, as amended by Ord. 6860; December 22, 1958).